

Year/ Month / Date

To Mr Shigeo Yamada
Director, Second Southeast Asia Division
Southeast and Southwest Asian Affairs Department
Ministry of Foreign Affairs

Applicant address:
Applicant name (with seal)
Representative name:
Tel:
Fax:
E-mail:

Re: Request for permission to use “Japan-Singapore 40th Anniversary Event” for “event name”

We (organiser’s name) plan to organise an “event name” at a “place name” on date/month/year as part of efforts to promote Japan-Singapore exchanges. We submit relevant documents to seek your permission to use “Japan-Singapore 40th Anniversary Event” for our project.

The relevant documents are as follows:

1. Outline of an organisation submitting application (a list of board members and organisation charter)
2. Outline of project (purpose, duration, place)
3. Budget / financial statement for current and previous year
4. Written pledge